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MANAGEMENT STAFF
RECORDS MANAGEMENT STAFF

Accomplishments January - June 1956

1. Correspondence Management

- a. Promoted improved correspondence practices by:
 - (1) Lecturing at three Office of Training Administrative Procedures Courses.
 - (2) Reviewing proposed regulations and recommending the elimination of correspondence or reductions in number of copies.
 - (3) Disseminating guides on effective writing and the use of form and pattern letters.
- b. Promoted the stocking of plastic stencil coverings which reduce glare, prevent the cutting out of letters during typing, and ensure better copy. About 150,000 stencils are used annually.

2. Reports Management

- a. Inventoried and appraised 226 types of administrative reports prepared or required by DD/S components. Developed and submitted to Area Records Officers recommendations on 45 of these reports. As a result of this and other actions the total annual reporting workload in headquarters was reduced by over 4,100 man hours.
- b. Provided staff guidance for an inventory and appraisal of administrative reports prepared by DD/I components. Reviewed the inventory and developed recommendations on 32 of the 119 reports surveyed.
- c. Provided DD/S Area Reports Management Officers with program guidance. Area programs with considerable potential are underway in the Offices of Logistics, Personnel, and the Comptroller. These Offices are concerned with about 70% of the reporting workload in the DD/S area.

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3. Forms Management

- a. Conducted 807 forms analysis projects involving 174 new forms, 168 revised forms, and 465 reprinted forms. Forty-one forms were eliminated; 24 more than were discontinued during the previous six months. Overall forms activity in FY56 was 11% over that in FY55.
- b. Continued research and development activity in the use of NCR (No carbon required) paper. Eighteen forms having a total annual usage of 896,600 sets were developed.
- c. Collaborated with the Foreign Broadcast Information Division in simplifying and expediting the preparation of WBID briefs. Briefs will now be teletyped directly on offset masters by field stations, eliminating 6,864 man hours annually in re-editing and retyping at headquarters. Briefs will also be more timely and legible.
- d. Continued programs with DD/P and DD/I representatives to simplify and improve intelligence information reporting and dissemination systems. Four reporting forms were eliminated and seven revised. Other improvements eliminated the retyping and re-editing of field reports by headquarters and the need to follow up each Preliminary Dissemination Report with a Clandestine Services Report. Estimated savings of 20,000 man hours annually are possible through these revisions.
- e. Collaborated with the Procurement Division in developing an improved contract for the procurement of specialty forms. Based on procurement costs of specialty forms in FY56, savings of \$20,000 are estimated for 1957.

b. File Standards and Equipment Utilization

- a. Promoted improved filing practices by:
 - (1) Lecturing on the Agency filing system at three Office of Training Administrative Procedures Courses.

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(2) Installing the Agency filing system in the Office of the DI/I, the Office of Historical Intelligence Collection, and the Physical Security Division.
In CR/OCR, in SR/SCR and part of OCI.

b. Cancelled requests for 25 safe cabinets for a saving of \$7,144 as a result of a joint review of requisitions with the Office of Logistics. \$8800

c. Proposed and approved the purchase of two new types of filing equipment for use by DI/FI to facilitate filing and searching records with a high reference frequency.

5. Vital Materials

a. Arranged for visits to the Repository by 102 persons from seven offices.
219 12

b. Expanded Repository filing space by 40% through the use of five drawer cabinets in lieu of four drawer safes.

c. Reduced the punch card maintenance requirements from 162 hours monthly to 76 hours by eliminating 1 file of 900,000 cards and by substituting machine listings for punched cards.

d. Assisted in developing 7 new and 13 revised vital materials deposit schedules.

e. Deposit and withdrawal activity in the Repository was approximately same as the preceding 6 months period; however, the following are significant changes for the full year:

(1) Tabulating machine card holdings were reduced by 1,380,191 cards or 32% (See 5e above)

(2) Hard copy holdings (documents, 3x5 cards, etc.) increased 146 cu.ft. or 30%.

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(3) Film holdings increased by 3,007 reels or 35%. This is a 45% increase over the previous year, and is the result of the OCR depositing copies of all the film prepared under the aperture card program.

f. Developed procedures and forms for Vital Materials emergency operations at the Repository.

6. Records Disposition

a. Completed records disposition surveys and prepared records control schedules in 8 offices. Records disposition surveys are also under way in 2 major offices. Sixty-five percent of headquarters records are now covered by records control schedules.

b. Obtained legal authorization from National Archives and Congress for the destruction on a continuing basis of 97 separate series of records.

c. Assisted 2 offices in reviewing and revising their schedules which cover 151 file items. Review of the schedule of a third office is underway.

7. Records Center

a. Received 8,068 cu.ft. of inactive records and intelligence materials. This is equivalent to 1,011 four drawer safe cabinets with a present replacement value of \$317,454. Office space for these cabinets would cost an estimated \$20,220 annually. Total records in the Center at the end of the year amounted to 27,903 cu.ft., equivalent to 3,488 safe cabinets with a replacement value of \$1,095,232. It is significant that in the first six months of this calendar year the Center received 147% more inactive records than were received for the entire calendar year of 1955.

b. Records were destroyed at a rate of 151 cu.ft. per month, a rate 48% higher than that for the prior six months.

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- c. Provided reference service on 32,774 requests. The amount of service provided per man year compares favorably with that provided by General Services Administration records centers on a Government-wide basis.
- d. A contract for architectural and engineering drawings of a 30,000 sq. ft. addition to the Records Center was awarded.

8. Records System Surveys

- a. Conducted a survey of the central file room of the Procurement Division, Office of Logistics. Recommendations have been accepted and partially implemented to:
 - (1) Reduce the number of filing cabinets in the file room from 31 to 25.
 - (2) Improve the charge-out system.
 - (3) Establish standards for uniform filing of material in contract folders.
 - (4) Reduce the workload of the file clerk.
- b. Conducted a survey of the Physical Security Division and:
 - (1) Installed the Agency filing system.
 - (2) Installed a cut-off system in all files to facilitate future disposition of inactive records.
 - (3) Destroyed or retired contents of nine safe cabinets. *erry of 3/26*
 - (4) Installed an improved mail control and routing system.

9. Miscellaneous Activity

- a. Received 50 employee suggestions and completed evaluations on 31. Twenty-six were evaluated during the prior six months.

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b. The development and education of Records Management staff people was advanced through:

- (1) Attendance at monthly meetings of the O&M Luncheon Group, the Interagency Records Administration Conference, and at other meetings of professional societies.
- (2) Attendance of one member at the Annual NORMA Conference and Office Equipment Exposition.
- (3) Trips to various public and private organizations utilizing advanced-type records systems and equipment.
- (4) Successful completion by 2 analysts of the Institute on Records Management conducted by the American University.
- (5) The following personnel changes occurred:
 - (a) New staff members: [redacted] and [redacted] 25X1
25X1
 - (b) Terminations: [redacted] and [redacted] 25X1
25X1
- (6) One staff member was assigned temporary overseas duty at the request of the FE Division.

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